

TRAINING COURSE "MANAGEMENT OF INTERNATIONALISATION AND GERMAN-UKRAINIAN ACADEMIC COOPERATION 2024"

PROJECT CHARTER

1. University:

National University Zaporizhzhia Polytechnic

2. Name and position of the project manager (course participant):

Alina Kazurova

Associate Professor; Head of the Centre for Internationalization and International Cooperation

Name

Position

3. General information on the project

3.1 Title of the project:

Internationalization at National University Zaporizhzhia Polytechnic: development strategy in today's conditions

3.2. Description and scope of the project (please update if relevant):

- Short summary of the project (max. 10 lines):

NU Zaporizhzhia Polytechnic has an Internationalization Strategy, but it needs to be updated taking into account the negative consequences and challenges of war. That's why the main goal of the project is to update the Internationalization Strategy of NU Zaporizhzhia Polytechnic. Therefore, the project should result in a draft updated internationalization strategy.

3.3. Project relevance (please update if relevant):

- Why should this project take place? This section should specify the motivation or reason for your project and its relevance. Which are the benefits of this project?

NU Zaporizhzhia Polytechnic is in dire need of developing a new strategy due to the negative consequences and challenges of the war, the predicted demographic crisis, and inevitable structural changes in the Ukrainian economy, which has a direct impact on the sustainable development of Zaporizhzhia Polytechnic. Participating in this course can significantly help solve the existing problems related to internationalization, develop important skills and competencies in managing the Center for Internationalization and International Cooperation, and exchange experience with colleagues from Ukrainian and foreign higher education institutions.

3.4. Project goals:

What are the goals/objectives of the project? Before writing the goals, please be aware that **each goal should be:**

- *Specific* – target a specific area for improvement.

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- *Measurable* – quantify or at least suggest an indicator of progress. Which are the deliverable outputs and outcomes.
- *Assignable* – specify who will do it.
- *Realistic* – state what results can realistically be achieved, given available resources.
- *Time-related* – specify when the result(s) can be achieved. It has to be finished by the end of the training course (please, think about changes in context, challenges, etc. when setting the end of the project).

- To analyze the existing internationalization strategy of NU Zaporizhzhia Polytechnic to identify its weaknesses
- Analyze the current needs of the university, taking into account the mission, vision and strategic goals of the University Development Strategy, as well as today's challenges
- To prepare a draft of an updated internationalization strategy of NU Zaporizhzhia Polytechnic

3.5 Which are you expecting to be your deliverables (tangible results)?

- Proposals for updating the internationalization strategy that takes into account today's challenges
- A draft of the updated internationalization strategy is posted on the university's official website for discussion

4. Stakeholders

Identify stakeholders (If you have already contacted any of them regarding your project ideas Explain their relevance and role in the project?)

<p>Keep Satisfied – academic council of the university</p>	<p>Manage Closely – Authority, Vice-Rector for International Affairs, Vice-Rector for the Development Prospects of the University, Vice-Rector for Scientific Work, Vice-Rector for Socio-Economic Development and Youth Policy, Deans of the Faculties, Head of the Center for Internationalization and International Cooperation, Head of the Project Activities Department</p>
<p>Monitor (Minimum Effort) – international partners</p>	<p>Keep Informed – academic staff, students, staff of the International department</p>

5. Resources: Budget and Cost/Benefit

- Please specify the resources that you need for the project to take place, if possible in quantitative and qualitative terms. Please be realistic.
- Specify the resources in terms of numbers (money, persons...)

	Available	Not available
Financial resources		+
Human resources	9	10-15
IT resources		+
Marketing resources		+
Others		

6. Challenges/ Risks

- Identify and enlist the challenges or risks that you face in the process and possible solutions/alternatives to each challenge.

Possible Risks	Likelihood	Mitigation
power outage	middle	Power banks, good time management
time shortage	high	good time management, redistribution of responsibilities, involvement of stakeholders
low motivation	middle	discussions, knowledge sharing
war challenges (e.g., many staff and students are not in Zaporizhzhia)	high	using digital tools for communication

7. Major activities: Time planning

Please fill in your time planning in 7.1 and 7.2 as much as is possible at this early stage. The more you think about your major activities, the more focused your project will become.

7.1 Milestones: Each milestone represents the end of a specifically determined time section with defined tasks. A milestone is an event of particular significance with planned project results and a planned date. They can only be passed once and are important points for evaluation and further planning.

Milestones:

- To create a working group to update the internationalization strategy
- To prepare proposals for updating the internationalization strategy that take into account today's challenges
- To prepare a draft of the updated internationalization strategy
- To provide stakeholders with a draft of the updated internationalization strategy for discussion

7.2 Further Activities (breakdown to achieve milestones)

- Please enlist activities of the project involved with title, stakeholders, timeline for each activity and expected outcomes for the activity.

Milestone 1 – To create a working group to update the internationalization strategy			
Activity	Stakeholders involved	Timeline	Expected outcomes of this activity
Meeting with the university management	Rector, Vice-rectors, Head of the Center for Internationalization and International Cooperation,	Fourth week of May	suggestions regarding members of the working group
Organizational meeting with the working group	Members of the working group	Fifth week of May	determining the method of communication, informing the working group about the project's objectives
Milestone 2 – To prepare proposals for updating the internationalization strategy that take into account today's challenges			
Analysis of the existing internationalization strategy to identify its weaknesses	Members of the working group	Middle of June	list of weaknesses of the existing internationalization strategy
A survey of the university's current needs taking into account the mission, vision and strategic goals of the University Development Strategy, as well as today's challenges	Members of the working group	End of June	list of proposals for updating the internationalization strategy
Survey results processing	Head of the Center for Internationalization and International Cooperation, Staff of the International department	Middle of July	processed survey results
Milestone 3 – To prepare a draft of the updated internationalization strategy			
Preparing a draft of the updated internationalization strategy as a first approximation	Head of the Center for Internationalization and International Cooperation, Staff of the International department	End of July	a draft of the updated internationalization strategy as a first approximation

Providing the working group with a draft of the updated internationalization strategy	Head of the Center for Internationalization and International Cooperation, Members of the working group	Middle of August	the result of the analysis of a draft of the updated internationalization strategy by the working group
Meeting with the working group to discuss a draft of the updated strategy and to make amendments	Head of the Center for Internationalization and International Cooperation, Members of the working group	End of August	a draft of the updated internationalization strategy with amendments
Milestone 4 – To provide stakeholders with a draft of the updated internationalization strategy for discussion			
Posting a draft of the updated internationalization strategy on the university's official website for discussion	Head of the Center for Internationalization and International Cooperation, Technical staff	Middle of September	a draft of the updated internationalization strategy posted on the university's official website
Informing stakeholders about posting a draft of the updated internationalization strategy on the university's official website	All stakeholders	Middle of September	announcement on the university's official website about the posting of the updated internationalization strategy draft for discussion

8. Evaluation and Monitoring

- Stakeholder survey regarding the proposed draft of the updated internationalization strategy. Approval of the proposed draft of the updated internationalization strategy by the University's Academic Council after discussion. The proposed draft of the internationalization strategy should correspond to the mission and vision of the University Development Strategy and contribute to the achievement of its strategic goals, as well as take into account today's challenges.
- The following can be mentioned as unexpected outcomes: not all stakeholders were taken into account.
- Monitoring is carried out by reporting on the achievement of each milestone at meetings with the university management.



9. Outlook and Sustainability

In the future, the draft of the updated internationalization strategy must be presented to and approved by the University's Academic Council. In order to achieve the goals of the strategy, it is important to develop an action plan for the year, and at the end of the year to analyze the obtained results. One must be prepared for the fact that due to insurmountable circumstances (due to war) it may be necessary to make changes to the strategy. The strategy is being developed for a certain period - five years. It is important to do a SWOT analysis of the previous internationalization strategy at the end of the term in order to improve it in the future. It is also important to have an English version of this document.

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